



Department for Transport

Associate of European Transport (AET).

Forester House, Doctors Lane
Henley-in-Arden, Warwickshire
B95 5AW

FAO: [REDACTED]
Email: [REDACTED]@aetransport.org

SENT ELECTRONICALLY

[REDACTED]
Commercial Manager
Department for Transport
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Tel: [REDACTED]
Email: [REDACTED]@dft.gov.uk

Web site: www.dft.gov.uk

Tuesday, 13 August 2024

CONTRACT AWARD NOTICE

Dear [REDACTED]

DfT Reference: TANL3037

Contract Title: European Transport Conference 2024.

1. On behalf of the Secretary of State for Transport, this contract is awarded to the Association of European Transport, for DfT attendance (a total of 30 delegates) at the European Transport Conference 2024.
2. This contract is to be let via the Department for Transport's (DfT) short form terms of contract (Schedule 1). The following documents constitute a binding agreement between you (the Supplier) and the Department for Transport (the Customer):
 - a. This contract award notice
 - b. A signed Order Form (Schedule 1).
3. The firm price for this Contract is **£17,943.00** excluding VAT.
4. The operative period of this contract is from the award date, till 21st September 2024.
5. You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Invoices to - SSa.invoice@Ubusinessservices.co.uk

While email is preferable, if you need to send documents by post, you should send to:

Unity Business Services (UBS)
5 Sandringham Park
Swansea Vale
Swansea
SA7 0EA

Should you have any issues relating to invoices or payment and need to contact the Unity Business Services (UBS) support desk, you can email them at support@Ubusinessservices.co.uk or the telephone number is 0344 892 0343.

The Contract Manager for this contract is [REDACTED] | [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

If you, the supplier, the Association of European Transport are content to enter into a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Yours sincerely,

[REDACTED]

[REDACTED]
DfT Commercial Manager
Group Commercial Directorate
By authority of the Secretary of State for Transport

[REDACTED]

[REDACTED]
Contract Manager ETC / Event Manager Training for Transportation Professionals
Association for European Transport (AET)